



CITY OF LONG BEACH GAS & OIL DEPARTMENT

EMPLOYMENT OPPORTUNITY / TRANSFER

ADMINISTRATIVE ANALYST III

\$32.013 – \$43.533 per hour

THE POSITION

The Long Beach Gas & Oil (LBGO) Department has an immediate opening for a permanent, full-time classified Administrative Analyst III position within the Business Operations Bureau. This position will support the Energy Services, Budget Services & Personnel Services Divisions.

EXAMPLES OF DUTIES

- Supports Automated Metering Infrastructure (AMI) Program with procurement and management of materials;
- Oversees implementation of warehouse inventory system; assists with inventory management and reorganization of materials and supplies;
- Administers contract procurements, purchase orders, and materials management;
- Assists with preparation & oversight of department budget and financial transactions;
- Prepares correspondence and financial reports;
- Oversees analysis of business metrics for oil & gas operations;
- Supports growth initiatives for natural gas consumption;
- Develops, implements, and maintains documentation of procedures and processes;
- Develops, implements, and maintains program information, evaluation and reporting systems;
- Assist with personnel investigations, annual position budgeting, and other specific projects;
- Coordinates replacement of Department fleet;
- Coordinates LBGO's Public Outreach Programs;
- Oversees regulatory compliance issues with local, state, and federal agencies;
- Interfaces with other departments, the public, vendors, and outside agencies in person or by phone;
- Performs other duties as assigned.

APPLICATION PROCESS

This position is open to current classified Administrative Analysts. Interested applicants must submit a letter of interest and resume with detailed work experience to:

Long Beach Gas & Oil
Attention: Lucy Reyes, Personnel Services
lucia.reyes@longbeach.gov

Submissions must be received by 4:30 PM. on Tuesday, September 8, 2015. Those candidates determined best suited for the position will be invited to participate in the selection process.

MINIMUM REQUIREMENTS

- Three or more years (full-time equivalent) of progressively responsible paid administrative experience;
- Excellent writing, proofreading, and oral communication skills;
- Ability to multi-task and manage competing priorities; excellent organizational and time management skills;
- Excellent interpersonal skills to work effectively with both external and internal clients at all levels;
- Ability to work independently with minimal supervision;
- Strong attention to detail;
- Proficiency in the Microsoft Office Suite of Programs
- Excellent work attendance, professional appearance and demeanor;
- Valid California Class C Driver License and satisfactory driving record.

This information is available in an alternate format by request to the Long Beach Gas & Oil Personnel Services Division at (562) 570-2063. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your resume or contact the Personnel Division at (562) 570-2063.

**AN EQUAL OPPORTUNITY
EMPLOYER,
LONG BEACH GAS & OIL
DEPARTMENT ENCOURAGES
DIVERSITY IN ITS
WORKFORCE.**